



THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicants : Cheryl Steed and Maria Rodek
Serial No. : 09/922,239
Filing Date : August 3, 2001
Title : DISPOSABLE SHOE INSERT

**COMMUNICATION ENCLOSING
APPLICATION DOCUMENTS**

Assistant Commissioner
For Patents
Washington, D.C. 20231

S I R:

In order to complete the application filing process, enclosed please a Declaration and Power of Attorney duly executed by Applicants, along with a Verified Statement Claiming Small Entity Status - Independent Inventors.

Also enclosed is a check payable to the Commissioner of Patents and Trademarks in the amount of \$519.00 to cover the basic filing fee, the surcharge for submitting the Declaration and filing fee late, and the charge for claims in excess of 20.

Please charge any deficiencies or credit any overpayments to Deposit

Account No. 07-1730.

Respectfully submitted,

GOTTLIEB, RACKMAN & REISMAN
Attorneys for Applicants
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New York, New York 10016-0601
(212) 684-3900

By 

Jeffrey M. Kaden
Reg. No. 31,268

Dated: New York, New York
September 21, 2001

CERTIFICATE OF MAILING

I hereby certify that this correspondence is being deposited with the United States Postal Service as First Class Mail in an envelope addressed to Commissioner of Patents and Trademarks, Washington, D.C. 20231, on:

Date of Deposit 9/21/2001

MARILYN STULTS

(Name of Applicant, assign or Registered Representative)


(Signature)

9/21/2001

(Date of Signature)



UNITED STATES PATENT AND TRADEMARK OFFICE

 COMMISSIONER FOR PATENTS
 UNITED STATES PATENT AND TRADEMARK OFFICE
 WASHINGTON, D.C. 20231
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/922,239	08/03/2001	Cheryl Steed	4232/2

CONFIRMATION NO. 7541

FORMALITIES LETTER



OC000000006538805

Jeffrey M. Kaden
 GOTTLIEB, RACKMAN & REISMAN, P.C.
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 NEW YORK, NY 10016-0601

Date Mailed: 09/10/2001

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.
Applicant must submit \$ 710 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).
- Total additional claim fee(s) for this application is \$198.
 - \$198 for 11 total claims over 20.
- The oath or declaration is missing.
A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 1038.

*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

09/26/2001 SSESHE1 00000054 09922239
 01 FC:201
 02 FC:203
 03 FC:205
 355.00
 99.00
 65.00